UNIVERSITY OF MARYLAND COLLEGE PARK

Schedule No.: 2034 DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE Page 1 of DGS 550-1 (Rev. 10/92) Division/Unit: Department of Art Agency: University of Maryland History and Archaeology College Park Retention Description Item No. 1 General Files - alpha, subject, administrative, and chronological Screen annually and destroy that material for which no further reference is required. correspondence containing original incoming and copies of outgoing correspondence, reports, memoranda, statistics, Remaining material with continuing proposed programs, minutes, policy and procedure statements, administrative or legal value to be kept in special projects, and substantive data concerning the operation paper by the Department of Art History and of the Department of Art History and Archaeology. Archaeology for 25 years, then destroyed. Material deemed to have historical value should be sent to University Archives at the University of Maryland for permanent retention. 2 Human Resource Records A. Timekeeping Records - Individual sheets approved by the Retain for 6 years, 3 months and until audit supervisor that show leave taken and hours worked for requirements are met, then destroy. student, if and when, contractual, non-exempt, and exempt employees. Retain individual monthly reports for 6 years, B. Faculty Time Reports - monthly reports showing days worked and leave taken by faculty members. 3 months and until audit requirements are met, then destroy. Retain summary records of monthly time reports until the faculty member leaves employment, then destroy. C. Employee Leave Balances - leave balances for faculty Retain final leave balance for 6 years, 3 members, and contractual, non-exempt, and exempt months after termination of employment, then destroy. During the time the employee is employees. active, retain ongoing balances for 6 years, 3 months for audit purposes. Authorized by Department Head or Designated Representative Signature:_ Schedule Authorized by State Archivist Man. Date: SEP 2 4 1998 Authorized by Vice President of Administrative Affairs Date: Signature: _ Strand C. Superfree for Type Name: Assoc VP for Admin Affairs Title:

UNIVERSITY OF MARYLAND COLLEGE PARK

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

Schedule No.: 2034

Page 2 of 3

RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET) DGS 550-1A (REV. 10/92)

(CO.	NTINUATION SHEET) DGS 550-1A (REV. 10/92)	
Item No.	Description	Retention
3	Personnel Files - folders prepared upon the commencement of employment, including any of the following items: application and resume; appointment letter; reference checks; payroll form; position action request; recruitment screening report; personnel transaction form; retirement form; transcripts; change of address forms; health insurance benefits forms; leave forms; orientation and training material; position history; promotions and reclassifications; suggestion file; summer employment material; and letters of resignation, retirement, transfer, and/or dismissal.	Department of Art History and Archaeology to retain for 3 years after termination of employment, then destroy.
4	Performance Review and Development Files - evaluations of exempt and non-exempt staff members, which indicate employee performance factors, performance ratings given by the employee's supervisor, and employee development plans.	Retain for 3 years after the termination of employment, then destroy. Office of Record is the Department of Art History and Archaeology.
5	Search Committee Files - search committee materials for faculty, administrators, and exempt staff. Consists of advertisements, final recommendation of the committee, meeting minutes containing final recommendation data, voting results, top candidate resumes (top 5 or 2 only - depending on size of search), and all information on appointed candidate.	Department of Art History and Archaeology to retain listed material for 10 years, then destroy. Other material to be destroyed after 1 year.
6	Position Files - requests for position classification action, lists of eligibles, study numbers, and position descriptions.	Retain for 3 years after position is abolished, then destroy.
7	Payroll Records - journals, one pay certification cards, check register, W2 forms, journal vouchers, payroll entry forms, and other internal adjustment forms.	Retain for 6 years, 3 months and until audit requirements are met, then destroy. Office of Record is Payroll Services.
8	Purchasing Records - internal account records, including copies of requisitions, invoices, and packing slips.	Retain for 6 years, 3 months and until audit requirements are met, then destroy. Office of Record for HM, LM, and SM Small Procurement Orders is the Department of Art History and Archaeology. Office of Record for purchase orders is Procurement and Supply.
9	Accounting Records - honoraria payments, contract items, revolving fund, checkbook data, special payments, periodic financial reports, telecommunication service and equipment bills, budget items including amendments and estimates, and other data.	Retain for 6 years, 3 months and until audit requirements are met, then destroy. Office of Record is Comptroller, Budget and Fiscal Analysis, or Communication and Business Services.

UNIVERSITY OF MARYLAND COLLEGE PARK

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

Schedule No.:

2034

Page 3 of 3

RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET) DGS 550-1A (REV. 10/92)

(CO)	NTINUATION SHEET) DGS 550-1A (REV. 10/92)	
Item No.	Description	Retention
10	Departmental Meeting Minutes - policy issues and other data relating to the Department of Art History and Archaeology that are historical.	Department of Art History and Archaeology to retain for 5 years, then send to University Archives at the University of Maryland for permanent retention.
11	Departmental Publications - newsletters, technical reports, brochures, annual reports, and other material published by the Department of Art History and Archaeology.	Forward a copy of publication to the University Archives at the University of Maryland at the time of publication for permanent retention. Screen annually and destroy remaining material for which no further reference is required.
12	Graded Final Examinations of Undergraduate and Graduate Students.	Professors to retain final examinations for one full semester after the course has ended, then destroy. (Destroy Spring and Summer final examinations at the end of the Fall semester; destroy Fall and Winter final examinations at the end of the Spring semester.)
13	Academic Files for Undergraduate and Graduate Students – advising records and correspondence related to academic activity.	Retain academic files for 4 years after student graduates, then destroy.
14	Faculty Files – resumes; appointment, promotion, and tenure (APT) material, including appointment letters; faculty review files; and leave without pay and sabbatical requests.	Retain for 10 years after termination of employment, then destroy. Office of Record for APT material is the Office of the Vice President for Academic Affairs.
15	Contract and Grant Files - records that document contracts and grants received by the Department of Art History and Archaeology from any source, including applications, proposals, agreements, research reports, publicity notices, acknowledgments and transfer of funds records, controlling rules and regulations, copies of periodic reports, correspondence, and memoranda.	Retain state contract and grant files for 3 years after the close of the contract, then destroy. For federal contract and grant files, adhere to the retention standards established in OMB Circular No. A-110, Subpart C (attached).
	If University Archives at the University of Maryland are not available, material having permanent retention will be transferred to the Maryland State Archives in Annapolis. If departmental archives are not available at the University of Maryland, material having limited retention (i.e. 25 years) will be transferred to the State Records Center in Jessup.	Until audit requirements are met means 3 years for state-related documents, 3 years for nonmonetary federal-related documents, 3 years for monetary federal-related documents under \$25,000, and 6 years, 3 months for monetary federal-related documents over \$25,000.

Records Retention and Disposal Standards Office of Management and Budget Circular No. A-110, Subpart C SUBPART C - Post-Award Requirements

- .53 Retention and access requirements for records.
- (a) This section sets forth requirements for **record retention** and access to records for awards to recipients. Federal awarding agencies shall not impose any other **record retention** or access requirements upon recipients.
- (b) Financial records, supporting documents, statistical records, and all other records pertinent to an award shall be retained for a period of three years from the date of submission of the final expenditure report or, for awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, as authorized by the Federal awarding agency. The only exceptions are the following.
 - 1. If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.
 - 2. Records for real property and equipment acquired with Federal funds shall be retained for 3 years after final disposition.
 - 3. When records are transferred to or maintained by the Federal awarding agency, the 3-year retention requirement is not applicable to the recipient.
 - 4. Indirect cost rate proposals, cost allocations plans, etc. as specified in paragraph .53(g).
- (c) Copies of original records may be substituted for the original records if authorized by the Federal awarding agency.
- (d) The Federal awarding agency shall request transfer of certain records to its custody from recipients when it determines that the records possess long term retention value. However, in order to avoid duplicate recordkeeping, a Federal

awarding agency may make arrangements for recipients to retain any records that are continuously needed for joint use.

- (e) The Federal awarding agency, the Inspector General, Comptroller General of the United States, or any of their duly authorized representatives, have the right of timely and unrestricted access to any books, documents, papers, or other records of recipients that are pertinent to the awards, in order to make audits, examinations, excerpts, transcripts and copies of such documents. This right also includes timely and reasonable access to a recipient's personnel for the purpose of interview and discussion related to such documents. The rights of access in this paragraph are not limited to the required retention period, but shall last as long as records are retained.
- (f) Unless required by statute, no Federal awarding agency shall place restrictions on recipients that limit public access to the records of recipients that are pertinent to an award, except when the Federal awarding agency can demonstrate that such records shall be kept confidential and would have been exempted from disclosure pursuant to the Freedom of Information Act (5 U.S.C. 552) if the records had belonged to the Federal awarding agency.
- (g) Indirect cost rate proposals, cost allocations plans, etc. Paragraphs (g)(1) and (g)(2) apply to the following types of documents, and their supporting records: indirect cost rate computations or proposals, cost allocation plans and any similar accounting computations of the rate at which a particular group of costs is chargeable (such as computer usage chargeback rates or composite fringe benefit rates).
 - 1. If submitted for negotiation. If the recipient submits to the Federal awarding agency or the subrecipient submits to the recipient the proposal, plan, or other computation to form the basis for negotiation of the rate, then the 3-year retention period for its supporting records starts on the date of such submission.
 - 2. If not submitted for negotiation. If the recipient is not required to submit to the Federal awarding agency or the subrecipient is not required to submit to the recipient the proposal, plan, or other computation for negotiation purposes, then the 3-year retention period for the proposal, plan, or other computation and its supporting records starts at the end of the fiscal year (or other accounting period) covered by the proposal, plan, or other computation.

And the second s				
INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY O	F MARYLAND	AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE 1 OF 15	
AGENCY University of Maryland, College Park	2. DIVISION Academic Affairs, Ar	to 9 Humanitias	UNIT Department of Art History and Archaeology	
DEFINITION - RECORD SERIES:	A GROUP OF RELATED RE		O AND USED AS A UNIT FOR REFERENCE	
4. RECORD SERIES TITLE General Files			5. EARLIEST YEAR/LATEST YEAR 1996 TO 1998	
6. RECORD SERIES DESCRIPTION (BRIEF	LY DESCRIBE THE TYPES SERIES, INCLUDING THE			
Alpha, subject, administrative, and chrono correspondence, reports, memoranda, sta projects, and substantive data concerning	ological correspondenc atistics, proposed prog	ce containing original i	incoming and copies of outgoing and procedure statements, special	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME FILE DRAWER(S)	
☑ LETTER SIZE ☐ MICROFILM	☐ ALPHABETICAL		☐ MICROFILM(S) ☐ COMPUTER TAPE(S)	
☐ LEGAL SIZE ☐ COMPUTER TAPE	□ NUMERICAL		NUMBER OTHER (SPECIFY) Boxes	
☐ BOUND BOOK ☐ FLOPPY DISK	CHRON	OLOGICAL	10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGRA	APHICAL	FILE DRAWER(S)	
OTHER (SPECIFY)	OTHER (SPECIFY)		NUMBER MICROFILM REEL(S) COMPUTER TAPE(S) OTHER (SPECIFY)	
11. FILE IS USED		12. FILE BECOMES IN	JACTIVE AFTER	
☑ DAILY ☐ WEEKLY ☐	MONTHLY	1 NUMBER	☐ MONTH(S)	
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO	OM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)		
Building 146, First Floor, Room 1211B		YES YO		
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	□ NO	16. AUDIT REQUIREM	IENTS	
Please See Statement Below.		☑ NONE ☐ S	TATE FEDERAL INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	N	18. RECOMMENDED RETENTION		
YES ONO		reference is required. administrative or legal of Art History and Arcl Material deemed to he	destroy that material for which no further Remaining material with continuing value to be kept in paper by the Department haeology for 25 years, then destroyed ave historical value should be sent to Univ. of Maryland for permanent retention.	
19. NAME AND TITLE OF PREPARER Nenita S. Ronquillo	20. TELEPHONE NUMBER	R	21. DATE	
		5-1480	August 3, 1998	

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY OF MARYLAND COLLEGE PARK		AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)			PAGE 2A OF 15
AGENCY University of Maryland, College Park	DIVISION Academic Affairs, Ar	ts & Humanities	UNIT Department of Art History and Archaeology
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERÈNCE DSES.
RECORD SERIES TITLE Human Resource Records	,		5. EARLIEST YEAR/LATEST YEAR
6. RECORD SERIES DESCRIPTION (BRIEF IN THE Timekeeping Records - individual sheets and when, contractual, non-exempt, and	series, including the approved by the supe	PURPOSE OR FUNCTION (OF THE SERIES.)
7. RECORD SERIES FORMAT(S) ✓ LETTER SIZE	8. RECORD SERIES SE	BETICAL	9. VOLUME FILE DRAWER(S) MICROFILM(S) COMPUTER TAPE(S) OTHER (SPECIFY)
□ BOUND BOOK □ FLOPPY DISK □ AUDIO TAPE □ VIDEO TAPE	CHRONOLOGICAL GEOGRAPHICAL		10. ANNUAL ACCUMULATION If ILE DRAWER(S) 1/5 MICROFILM REFLICE 1/5
OTHER (SPECIFY)	□ OTHER	(SPECIFY)	NUMBER MICROFILM REEL(S) COMPUTER TAPE(S) OTHER (SPECIFY)
11. FILE IS USED ☑ DAILY ☐ WEEKLY ☐	MONTHLY	12. FILE BECOMES IN 6.25 NUMBER	NACTIVE AFTER MONTH(S) YEAR(S)
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO Building 146, First Floor, Room 1211B	ОМ)	14. IS RECORD SERIE (IF YES, SPECIFY AGENCY YES NO	
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS) Please See Statement Below.	□NO	16. AUDIT REQUIREM ☐ NONE ☑ S	IENTS STATE FEDERAL INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES NO		18. RECOMMENDED Retain for 6 years, 3 r then destroy.	RETENTION nonths and until audit requirements are met,
19. NAME AND TITLE OF PREPARER Nenita S. Ronquillo Business Manager	20. TELEPHONE NUMBER	R 95-1480	21. DATE August 3, 1998

^{*} Access to records is subject to, and may be restricted by, applicable Federal and State laws and regulations. Access to any specific document must be determined by the specific facts of the case analyzed in the context of the applicable laws and regulations.

Please contact the President's Legal Office at (301) 405-4945 with inquiries.

				
INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY O	F MARYLAND	AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	SE PARK	PAGE 2B OF 15	
AGENCY University of Maryland, College Park	DIVISIONAcademic Affairs, Ar	ts & Humanities	UNIT Department of Art History and Archaeology	
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE USES.	
RECORD SERIES TITLE Human Resource Records			5. EARLIEST YEAR/LATEST YEAR 1993 TO 1998	
6. RECORD SERIES DESCRIPTION (BRIEF IN THE	LY DESCRIBE THE TYPES SERIES, INCLUDING THE			
Faculty Time Reports - monthly reports sh	nowing days worked a	nd leave taken by fact	ulty members.	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	EQUENCE	9. VOLUME FILE DRAWER(S)	
✓ LETTER SIZE	_ ALPHA	BETICAL	MICROFILM(S) 1 ☐ COMPUTER TAPE(S) NUMBER ☐ CTUER (SPECIES)	
☐ LEGAL SIZE ☐ COMPUTER TAPE	□ NUMERICAL		NUMBER OTHER (SPECIFY)	
☐ BOUND BOOK ☐ FLOPPY DISK	CHRON	OLOGICAL	10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGRA	APHICAL	1/5 FILE DRAWER(S) MICROFILM REEL(S)	
OTHER (SPECIFY)	OTHER	(SPECIFY)	NUMBER COMPUTER TAPE(S) OTHER (SPECIFY)	
			offick (Gracil 1)	
11. FILE IS USED		12. FILE BECOMES IN	IACTIVE AFTER	
✓ DAILY □ WEEKLY □	MONTHLY	6.25 NUMBER	☐ MONTH(S)	
13. CURRENT LOCATION(S) (BUILDING,FLOOR, ROO	OM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES. SPECIFY AGENCY OR OFFICE)		
Building 146, First Floor, Room 1211B		☐ YES ☑ NO		
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	□ NO	16. AUDIT REQUIREM	IENTS	
Please See Statement Below.		□ NONE ' S	TATE FEDERAL INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAID BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	N	18. RECOMMENDED RETENTION		
□ YES 🗹 NO		audit requirements are	thly reports for 6 years, 3 months and untile met, then destroy. Retain summary records suntil the faculty member leaves stroy.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	R	21. DATE	
Nenita S. Ronquillo Business Manager 301/4		5-1480	August 3, 1998	

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY O	F MARYLAND	AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE 2C OF 15
AGENCY University of Maryland, College Park	DIVISIONAcademic Affairs, Ar	ts & Humanities	UNIT Department of Art History and Archaeology
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE ISES.
4. RECORD SERIES TITLE Human Resource Records			5. EARLIEST YEAR/LATEST YEAR 1995
6. RECORD SERIES DESCRIPTION (BRIEF IN THE	LY DESCRIBE THE TYPES SERIES, INCLUDING THE		
Employee Leave Balances - leave balanc	es for faculty member	s, and contractual, no	n-exempt, and exempt employees.
			a volvne
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE		9. VOLUME FILE DRAWER(S) MICROFILM(S) 1/2 COMMUTER TABLE(S)
✓ LETTER SIZE	☐ ALPHABETICAL ☐ NUMERICAL		NUMBER COMPUTER TAPE(S) OTHER (SPECIFY)
☐ BOUND BOOK ☐ FLOPPY DISK	CHRON		10. ANNUAL ACCUMULATION
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGRA	APHICAL	FILE DRAWER(S)
OTHER (SPECIFY)	OTHER	(SPECIFY)	1/5 NUMBER □ MICROFILM REEL(S) □ COMPUTER TAPE(S) □ OTHER (SPECIFY)
11 FILE IS USED		LA EN E DECOMES D	TA CONTACT A EXPED
11. FILE IS USED DAILY WEEKLY	MONTHLY	12. FILE BECOMES IN 6.25 NUMBER	MONTH(S) ✓ YEAR(S)
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO	ОМ)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)	
Building 146, First Floor, Room 1211B		☐ YES 🗹 NO	
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	□ NO	16. AUDIT REQUIREM	IENTS
Please See Statement Below.		□ NONE ☑ S	TATE FEDERAL INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAID BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	N	18. RECOMMENDED	RETENTION
☐ YES ☑ NO		employment, then des	ance for 6 years, 3 months after termination of stroy. During the time the employee is active, es for 6 years, 3 months for audit purposes.
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	R	21. DATE
Nenita S. Ronquillo		05-1480	August 3, 1998

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY O	F MARYLAND	AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE 3 OF 15	
AGENCY University of Maryland, College Park	2. DIVISION Academic Affairs, Ar	ts & Humanities	UNIT Department of Art History and Archaeology	
DEFINITION - RECORD SERIES:	· · · · · · · · · · · · · · · · · · ·	CORDS NORMALLY FILEI	O AND USED AS A UNIT FOR REFERENCE	
4. RECORD SERIES TITLE Personnel Files			5. EARLIEST YEAR/LATEST YEAR 1995 _{TO} 1998	
6. RECORD SERIES DESCRIPTION (BRIEF IN THE	LY DESCRIBE THE TYPES (SERIES, INCLUDING THE			
Folders prepared upon the commencement appointment letter; reference checks; pays form; retirement form; transcripts; change training material; position history; promotion of resignation, retirement, transfer, and/or	roll form; position action of address forms; head one and reclassification	on request; recruitmentalth insurance benefits	at screening report; personnel transaction forms; leave forms; orientation and	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME	
☑ LETTER SIZE ☐ MICROFILM	☑ ALPHAE	BETICAL	8 COMPUTER TAPE(S)	
☐ LEGAL SIZE ☐ COMPUTER TAPE	□ NUMERICAL		NUMBER OTHER (SPECIFY)	
☐ BOUND BOOK ☐ FLOPPY DISK	CHRON	OLOGICAL	10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGRA	RAPHICAL	☐ FILE DRAWER(S) ☐ MICROFILM REEL(S)	
OTHER (SPECIFY)	OTHER (SPECIFY)		NUMBER COMPUTER TAPE(S) OTHER (SPECIFY)	
11. FILE IS USED		12. FILE BECOMES IN		
☑ DAILY ☐ WEEKLY ☐	MONTHLY	3 NUMBER	TERMINATION OF MONTH(S) YEAR(S) EMPLOYMENT	
13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROO	ОМ)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)		
Building 146, First Floor, Room 1211B		☐ YES ☑ NO		
15. ACCESS RESTRICTIONS* YES (IF YES. CITE LAW(S) & REGULATIONS)	□ NO	16. AUDIT REQUIREM	IENTS	
Please See Statement Below.		□ NONE 🗹 S	TATE	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAID BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	N	18. RECOMMENDED RETENTION		
□ YES ☑ NO			tory and Archaeology to retain for 3 years aployment, then destroy.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	<u> </u>	21. DATE	
Nenita S. Ronquillo				
Business Manager	301/40)5-1480	August 3, 1998	

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY O	F MARYLAND	AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE 4 OF 15
AGENCY University of Maryland, College Park	2. DIVISION Academic Affairs, Ar	ts & Humanities	UNIT Department of Art History and Archaeology
DEFINITION - RECORD SERIES:	A GROUP OF RELATED RE		O AND USED AS A UNIT FOR REFERENCE
RECORD SERIES TITLE Performance Review and Development Fig. 1.			5. EARLIEST YEAR/LATEST YEAR 1995 TO 1998
6. RECORD SERIES DESCRIPTION (BRIEF	LY DESCRIBE THE TYPES (SERIES, INCLUDING THE		MENTS/FORMS FOUND
Evaluations of exempt and non-exempt st given by the employee's supervisor, and e	aff members, which in	dicate employee perfo	·
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME FILE DRAWER(S)
☑ LETTER SIZE ☐ MICROFILM	✓ ALPHABETICAL □ NUMERICAL		☐ MICROFILM(S) ☐ COMPUTER TAPE(S)
☐ LEGAL SIZE ☐ COMPUTER TAPE			NUMBER OTHER (SPECIFY)
☐ BOUND BOOK ☐ FLOPPY DISK	☐ CHRONOLOGICAL		10. ANNUAL ACCUMULATION
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGRA	APHICAL	FILE DRAWER(S)
OTHER (SPECIFY)	OTHER (SPECIFY)		NUMBER MICROFILM REEL(S) COMPUTER TAPE(S) OTHER (SPECIFY)
11. FILE IS USED		12. FILE BECOMES IN	NACTIVE AFTER AFTER
☑ DAILY ☐ WEEKLY ☐	MONTHLY	3 NUMBER	TERMINATION OF MONTH(S) YEAR(S) EMPLOYMENT
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO	OM)		S DUPLICATED ELSEWHERE?
Building 146, First Floor, Room 1211B		☐ YES 🗹 NO	
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	□ NO	16. AUDIT REQUIREM	IENTS
Please See Statement Below.		□ NONE 🗹 S	STATE
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	N	18. RECOMMENDED I	RETENTION
□ YES 🗹 NO			er the termination of employment, then cord is the Department of Art History and
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	R	21. DATE
Nenita S. Ronquillo Business Manager	301/40	5-1480	August 3, 1998
1	l		

^{*} Access to records is subject to, and may be restricted by, applicable Federal and State laws and regulations. Access to any specific document must be determined by the specific facts of the case analyzed in the context of the applicable laws and regulations.

Please contact the President's Legal Office at (301) 405-4945 with inquiries.

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY OF MARYLAND		AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	SE PARK	PAGE 5 OF 15	
AGENCY University of Maryland, College Park	2. DIVISION Academic Affairs, Ar	ts & Humanities	UNIT Department of Art History and Archaeology	
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE ISES.	
RECORD SERIES TITLE Search Committe Files			5. EARLIEST YEAR/LATEST YEAR 1989 TO 1998	
6. RECORD SERIES DESCRIPTION (BRIEF IN THE Search committee materials for faculty, as of the committee, meeting minutes contain only - depending on size of search), and a	series, including the dministrators, and exening final recommendations.	PURPOSE OR FUNCTION C mpt staff. Consists of ation data, voting resu	of the series.) advertisements, final recommendation	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME File Drawer(S)	
✓ LETTER SIZE ☐ MICROFILM	☐ ALPHABETICAL ☐ NUMERICAL		MICROFILM(S) 3 □ COMPUTER TAPE(S)	
☐ LEGAL SIZE ☐ COMPUTER TAPE			NUMBER OTHER (SPECIFY) Boxes	
☐ BOUND BOOK ☐ FLOPPY DISK	☑ CHRON	OLOGICAL	10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGRA		☐ FILE DRAWER(S) ☐ MICROFILM REEL(S)	
OTHER (SPECIFY)	OTHER (SPECIFY)		NUMBER	
11. FILE IS USED SELDOM		12. FILE BECOMES IN	NACTIVE AFTER	
☐ DAILY ☐ WEEKLY ☐	MONTHLY	1 or 10 NUMBER	MONTH(S) YEAR(S)	
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO	OM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)		
Building 146, First Floor, Room 1211B		☐ YES 🗹 NO		
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	□ NO	16. AUDIT REQUIREM	IENTS	
Please See Statement Below.	-	□ NONE ☑ S	TATE FEDERAL INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAI BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	N	18. RECOMMENDED RETENTION		
YES VO			tory and Archaeology to retain listed material troy. Other material to be destroyed after 1	
19. NAME AND TITLE OF PREPARER Nenita S. Ronquillo	20. TELEPHONE NUMBER	R	21. DATE	
		5-1480	August 3, 1998	

				
INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY O	F MARYLAND	AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	SE PARK	PAGE 6 OF 15	
AGENCY University of Maryland, College Park	2. DIVISION Academic Affairs, Ar	ts & Humanities	3. UNIT Department of Art History and Archaeology	
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE AND DISPOSITION PURPO	O AND USED AS A UNIT FOR REFERENCE SES.	
RECORD SERIES TITLE Position Files			5. EARLIEST YEAR/LATEST YEAR 1995 _{TO} 1998	
6. RECORD SERIES DESCRIPTION (BRIEF IN THE	LY DESCRIBE THE TYPES (SERIES, INCLUDING THE			
Requests for position classification action,	, lists of eligibles, stud	y numbers, and position	on descriptions.	
			· ·	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME	
✓ LETTER SIZE	☐ ALPHABETICAL ☐ NUMERICAL ☑ CHRONOLOGICAL		1 ☐ COMPUTER TAPE(S) NUMBER ☐ OTHER (SPECIFY)	
☐ LEGAL SIZE ☐ COMPUTER TAPE				
☐ BOUND BOOK ☐ FLOPPY DISK ☐ AUDIO TAPE ☐ VIDEO TAPE	· <u> </u>	APHICAL	10. ANNUAL ACCUMULATION	
OTHER (SPECIFY)	☐ OTHER		1/10 FILE DRAWER(S) MICROFILM REEL(S)	
		(0.201.2)	NUMBER COMPUTER TAPE(S) OTHER (SPECIFY)	
11. FILE IS USED ☐ DAILY. ☐ WEEKLY ■	MONTHLY	12. FILE BECOMES IN 3	IS ABOLISHED	
13. CURRENT LOCATION(S) (BUILDING, FLOOR, RO		NUMBER		
	OM)	(IF YES, SPECIFY AGENCY OR OFFICE)		
Building 146, First Floor, Room 1211B 15. ACCESS RESTRICTIONS* YES	□ NO	YES YNO		
(IF YES, CITE LAW(S) & REGULATIONS)	_ NO		_	
Please See Statement Below.	·	□ NONE 🗹 S	STATE FEDERAL INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	N	18. RECOMMENDED RETENTION		
☐ YES ☑ NO		Retain for 3 years afte	er position is abolished, then destroy.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	R	21. DATE	
Nenita S. Ronquillo Business Manager	301/40	95-1480	August 3, 1998	

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Please contact the President's Legal Office at (301) 405-4945 with inquiries.

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY O	F MARYLAND	AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	SE PARK	PAGE 7 OF 15	
AGENCY University of Maryland, College Park	2. DIVISION Academic Affairs, Ar	ts & Humanities	UNIT Department of Art History and Archaeology	
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE OSES.	
RECORD SERIES TITLE Payroll Records			5. EARLIEST YEAR/LATEST YEAR 1995 TO 1998	
RECORD SERIES DESCRIPTION (BRIEF IN THE IN THE Journals, one pay certification cards, cheadjustment forms.	SERIES, INCLUDING THE	PURPOSE OR FUNCTION (OF THE SERIES.)	
7. RECORD SERIES FORMAT(S) LETTER SIZE	8. RECORD SERIES SEQUENCE ALPHABETICAL NUMERICAL CHRONOLOGICAL GEOGRAPHICAL OTHER (SPECIFY)		9. VOLUME FILE DRAWER(S) MICROFILM(S) COMPUTER TAPE(S) OTHER (SPECIFY) IO. ANNUAL ACCUMULATION FILE DRAWER(S) MICROFILM REEL(S) NUMBER GOMBUTER TAPE(S)	
11. FILE IS USED		12. FILE BECOMES IN 6.25	OTHER (SPECIFY) NACTIVE AFTER	
	MONTHLY	NUMBER	MONTH(S) YEAR(S)	
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO Building 146, First Floor, Room 1211B	OM)	(IF YES, SPECIFY AGENCY	S DUPLICATED ELSEWHERE? OR OFFICE) PAYROLL SERVICES	
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS) Please See Statement Below.	□ NO	16. AUDIT REQUIREM ☐ NONE ☑ S	IENTS STATE FEDERAL INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) ☐ YES NO			RETENTION nonths and until audit requirements are met, of Record is Payroll Services.	
19. NAME AND TITLE OF PREPARER Nenita S. Ronquillo Business Manager	20. TELEPHONE NUMBER	5-1480	21. DATE August 3, 1998	

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY O	F MARYLAND	AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	SE PARK	PAGE 8 OF 15	
AGENCY University of Maryland, College Park	DIVISIONAcademic Affairs, Ar	ts & Humanities	UNIT Department of Art History and Archaeology	
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE AND DISPOSITION PURPO	O AND USED AS A UNIT FOR REFERENCE ISES.	
RECORD SERIES TITLE Purchasing Records			5. EARLIEST YEAR/LATEST YEAR 1995	
6. RECORD SERIES DESCRIPTION (BRIEF IN THE	LY DESCRIBE THE TYPES (SERIES, INCLUDING THE			
Internal account records, including copies	of requisitions, invoice	es, and packing slips.		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME FILE DRAWER(S)	
☑ LETTER SIZE	☐ ALPHAE	BETICAL	1 ☐ MICROFILM(S) ☐ COMPUTER TAPE(S)	
☐ LEGAL SIZE ☐ COMPUTER TAPE	□ NUMERICAL		NUMBER OTHER (SPECIFY)	
☐ BOUND BOOK ☐ FLOPPY DISK			10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGRA	APHICAL	FILE DRAWER(S) 1/2 MICROFILM REFL (S)	
OTHER (SPECIFY)	OTHER	(SPECIFY)	NUMBER ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S)	
			OTHER (SPECIFY)	
11. FILE IS USED		12. FILE BECOMES IN	NACTIVE AFTER	
☐ DAILY ☐ WEEKLY 🗹	MONTHLY	6.25 NUMBER	☐ MONTH(S)	
13. CURRENT LOCATION(S) (BUILDING, FLOOR, RO	OM)	14. IS RECORD SERIE (IF YES, SPECIFY AGENCY	S DUPLICATED ELSEWHERE? OR OFFICE)	
Building 146, First Floor, Room 1211B		YES NO PROCUREMENT AND SUPPLY		
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	□ NO	16. AUDIT REQUIREM	IENTS	
Please See Statement Below.		□ NONE 🗹 S	STATE FEDERAL INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAI BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	N .	18. RECOMMENDED	RETENTION	
□ YES 🗹 NO		then destroy. Office of Procurement Orders is	nonths and until audit requirements are met, of Record for HM, LM, and SM Small s the Department of Art History and of Record for purchase orders is Procurement	
19. NAME AND TITLE OF PREPARER Nenita S. Ronquillo	20. TELEPHONE NUMBER	R	21. DATE	
Business Manager	301/40	95-1480	August 3, 1998	

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY OF MARYLAND		AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE 9 OF 15	
AGENCY University of Maryland, College Park	2. DIVISION Academic Affairs, Ar	ts & Humanities	UNIT Department of Art History and Archaeology	
DEFINITION - RECORD SERIES:	A GROUP OF RELATED RI		D AND USED AS A UNIT FOR REFERENCE	
4. RECORD SERIES TITLE Accounting Records			5. EARLIEST YEAR/LATEST YEAR 1995 TO 1998	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.) Honoraria payments, contract items, revolving fund, checkbook data, special payments, periodic financial reports, telecommunication service and equipment bills, budget items including amendments and estimates, and other data.				
7. RECORD SERIES FORMAT(S) ✓ LETTER SIZE	8. RECORD SERIES SEQUENCE ALPHABETICAL NUMERICAL CHRONOLOGICAL GEOGRAPHICAL OTHER (SPECIFY)		9. VOLUME FILE DRAWER(S) MICROFILM(S) COMPUTER TAPE(S) OTHER (SPECIFY)	
□ BOUND BOOK □ FLOPPY DISK □ AUDIO TAPE □ VIDEO TAPE □ OTHER (SPECIFY)			10. ANNUAL ACCUMULATION 1/2 FILE DRAWER(S) MICROFILM REEL(S) COMPUTER TAPE(S) OTHER (SPECIFY)	
11. FILE IS USED DAILY WEEKLY	MONTHLY	12. FILE BECOMES IN 6.25 NUMBER	NACTIVE AFTER MONTH(S) YEAR(S)	
13. CURRENT LOCATION(S) (BUILDING,FLOOR, ROOM) Building 146, First Floor, Room 1211B		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) YES NO COMPTROLLER, BFA, or DCBS		
15. ACCESS RESTRICTIONS* YES NO (IF YES. CITE LAW(S) & REGULATIONS) Please See Statement Below.		16. AUDIT REQUIREMENTS □ NONE STATE FEDERAL □ INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES NO		18. RECOMMENDED RETENTION Retain for 6 years, 3 months and until audit requirements are met, then destroy. Office of Record is Comptroller, Budget and Fiscal Analysis, or Communication and Business Services.		
19. NAME AND TITLE OF PREPARER Nenita S. Ronquillo Business Manager	20. TELEPHONE NUMBER 301/40	R 05-1480	21. DATE August 3, 1998	

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY O	F MARYLAND	AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	SE PARK	PAGE 10 OF 15	
AGENCY University of Maryland, College Park	DIVISION Academic Affairs, Ar	ts & Humanities	UNIT Department of Art History and Archaeology	
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE OSES.	
RECORD SERIES TITLE Departmental Meeting Minutes			5. EARLIEST YEAR/LATEST YEAR 1993 TO 1998	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.)				
Policy issues and other data relating to th	e Department of Art H	istory and Archaeolog	y that are historical.	
	a proops assure as	COMPNOS	9. VOLUME FOR AWERS	
7. RECORD SERIES FORMAT(S) LETTER SIZE MICROFILM	8. RECORD SERIES SEQUENCE ALPHABETICAL NUMERICAL CHRONOLOGICAL GEOGRAPHICAL OTHER (SPECIFY)		9. VOLUME MICROFILM(S) COMPUTER TAPE(S) OTHER (SPECIFY)	
LEGAL SIZE COMPUTER TAPE				
☐ BOUND BOOK ☐ FLOPPY DISK			10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE ☐ VIDEO TAPE			1/5 NUMBER FILE DRAWER(S) MICROFILM REEL(S) COMPUTER TAPE(S) OTHER (SPECIFY)	
OTHER (SPECIFY)				
			OTHER (SPECIFI)	
11. FILE IS USED	_	12. FILE BECOMES IN 5		
☐ DAILY ☐ WEEKLY 🗹	MONTHLY	NUMBER	MONTH(S) YEAR(S)	
13. CURRENT LOCATION(S) (BUILDING,FLOOR, ROOM)		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)		
Building 146, First Floor, Room 1211B		☐ YES 🗹 NO		
15. ACCESS RESTRICTIONS* YES NO (IF YES, CITE LAW(S) & REGULATIONS)		16. AUDIT REQUIREM	IENTS	
Please See Statement Below.		☑ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)		18. RECOMMENDED RETENTION		
☐ YES 🗹 NO		Department of Art History and Archaeology to retain for 5 years, then send to University Archives at the University of Maryland for permanent retention.		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBE	L R	21. DATE	
Nenita S. Ronquillo Business Manager	301/40	05-1480	August 3, 1998	

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY O	F MARYLAND	AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	SE PARK	PAGE 11 OF 15
AGENCY University of Maryland, College Park	DIVISION Academic Affairs, Ar	ts & Humanities	UNIT Department of Art History and Archaeology
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE SES.
RECORD SERIES TITLE Departmental Publications			5. EARLIEST YEAR/LATEST YEAR 1996 TO 1998
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.)			
Newsletters, technical reports, brochures Archaeology.	, annual reports, and c	other material publishe	d by the Department of Art History and
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE ALPHABETICAL NUMERICAL		9. VOLUME
✓ LETTER SIZE ☐ MICROFILM			1 COMPUTER TAPE(S) OTHER (SPECIFY)
☐ LEGAL SIZE ☐ COMPUTER TAPE			
☐ BOUND BOOK ☐ FLOPPY DISK	CHRON	OLOGICAL	10. ANNUAL ACCUMULATION
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGR	APHICAL	1/5 FILE DRAWER(S) MICROFILM REEL(S)
OTHER (SPECIFY)	OTHER (SPECIFY)		NUMBER COMPUTER TAPE(S) OTHER (SPECIFY)
11. FILE IS USED	<u>I </u>	12. FILE BECOMES IN	(ACTIVE AFTER
☐ DAILY ☐ WEEKLY 🕑	MONTHLY	1 NUMBER	☐ MONTH(S)
13. CURRENT LOCATION(S) (BUILDING,FLOOR, ROOM)		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)	
Building 146, First Floor, Room 1211B		☐ YES ☑ NO	
15. ACCESS RESTRICTIONS* YES NO (IF YES, CITE LAW(S) & REGULATIONS)		16. AUDIT REQUIREMENTS	
Please See Statement Below.		✓ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)		18. RECOMMENDED RETENTION	
□ YES 🗹 NO		University of Maryland	plication to the University Archives at the data the time of publication for permanent aually and destroy remaining material for ence is required.
19. NAME AND TITLE OF PREPARER Nenita S. Ronquillo	20. TELEPHONE NUMBER	R	21. DATE
Business Manager	301/405-1480		August 3, 1998

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY OF MARYLAND COLLEGE PARK		AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)			PAGE 12 OF 15	
1. AGENCY University of Maryland, College Park 2. DIVISION Academic Affairs, Ar		ts & Humanities	UNIT Department of Art History and Archaeology	
DEFINITION - RECORD SERIES: A GROUP OF RELATED REAS WELL AS RETENTION.			D AND USED AS A UNIT FOR REFERENCE OSES.	
RECORD SERIES TITLE Graded Final Examinations of Undergraduate and Graduate Stu		udents	5. EARLIEST YEAR/LATEST YEAR 1998 TO 1998	
6. RECORD SERIES DESCRIPTION (BRIEF IN THE	LY DESCRIBE THE TYPES SERIES, INCLUDING THE			
Graded Final Examinations of Undergrade	uate and Graduate Stu	udents.		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE ALPHABETICAL NUMERICAL		9. VOLUME FILE DRAWER(S) MICROFILM(S) COMPUTER TAPE(S) OTHER (SPECIFY)	
LETTER SIZE MICROFILM				
☐ LEGAL SIZE ☐ COMPUTER TAPE				
☐ BOUND BOOK ☐ FLOPPY DISK			10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGRAPHICAL ☐ OTHER (SPECIFY)		1/2 NUMBER MICROFILM REEL(S) COMPUTER TAPE(S) OTHER (SPECIFY)	
OTHER (SPECIFY)				
11. FILE IS USED OCCASIONALLY		12. FILE BECOMES IN 6		
☐ DAILY ☐ WEEKLY ☐	MONTHLY	NUMBER	MONTH(S) YEAR(S)	
13. CURRENT LOCATION(S) (BUILDING,FLOOR, ROOM)		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)		
Building 146, First Floor, Room 1211B		☐ YES ☑ NO		
15. ACCESS RESTRICTIONS* YES NO (IF YES, CITE LAW(S) & REGULATIONS)		16. AUDIT REQUIREMENTS		
Please See Statement Below.		✓ NONE STATE FEDERAL INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES NO		18. RECOMMENDED RETENTION		
		Professors to retain final examinations for one full semester after the course has ended, then destroy. (Destroy Spring and Summer final examinations at the end of the Fall semester; destroy Fall and Winter final examinations at the end of the Spring semester.)		
19. NAME AND TITLE OF PREPARER Nenita S. Ronquillo	20. TELEPHONE NUMBER	R	21. DATE	
		05-1480 August 3, 1998		

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY OF MARYLAND	F MARYLAND	AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEGE PARK		PAGE 13 OF 15	
AGENCY University of Maryland, College Park	2. DIVISION Academic Affairs, Ar	ts & Humanities	UNIT Department of Art History and Archaeology	
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE OSES.	
RECORD SERIES TITLE Academic Files for Undergraduate and Graduate Students			5. EARLIEST YEAR/LATEST YEAR 1991 TO 1998	
6. RECORD SERIES DESCRIPTION (BRIEF IN THE		OF INFORMATION/DOCUM PURPOSE OR FUNCTION C		
Advising records and correspondence rela	ated to academic activ	rity.		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE ALPHABETICAL NUMERICAL		9. VOLUME FILE DRAWER(S) MICROFILM(S) COMPUTER TAPE(S) OTHER (SPECIFY)	
✓ LETTER SIZE ☐ MICROFILM				
☐ LEGAL SIZE ☐ COMPUTER TAPE				
☐ BOUND BOOK ☐ FLOPPY DISK		OLOGICAL	10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGRAPHICAL ☐ OTHER (SPECIFY)		FILE DRAWER(S) 1/5	
OTHER (SPECIFY)			NUMBER ☐ MICROFILM REEL(S) COMPUTER TAPE(S)	
			OTHER (SPECIFY)	
11. FILE IS USED		12. FILE BECOMES IN		
☐ DAILY ☐ WEEKLY 🗹	MONTHLY	NUMBER	GRADUATES MONTH(S) YEAR(S)	
13. CURRENT LOCATION(S) (BUILDING,FLOOR, ROOM)		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)		
Building 146, Fourth Floor, Rooms 4212 and 4229		YES YOUNG		
15. ACCESS RESTRICTIONS* YES NO (IF YES, CITE LAW(S) & REGULATIONS)		16. AUDIT REQUIREMENTS		
Please See Statement Below.		□ NONE ☑ STATE □ FEDERAL □ INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)		18. RECOMMENDED RETENTION		
YES MO		Retain academic files for 4 years after student graduates, then destroy.		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	R	21. DATE	
Nenita S. Ronquillo Business Manager 301/40		5-1480	August 3, 1998	

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY OF MARYLAND		AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE 14 OF 15
AGENCY University of Maryland, College Park	DIVISION Academic Affairs, Ar	ts & Humanities	UNIT Department of Art History and Archaeology
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFAS WELL AS RETENTION AND DISPOSITION PURPOSES.			
4. RECORD SERIES TITLE Faculty Files			5. EARLIEST YEAR/LATEST YEAR 1988 TO 1998
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.) Resumes; appointment, promotion, and tenure (APT) material, including appointment letters; faculty review files; and leave without pay and sabbatical requests.			
7. RECORD SERIES FORMAT(S) 1. LETTER SIZE	8. RECORD SERIES SEQUENCE ALPHABETICAL NUMERICAL CHRONOLOGICAL GEOGRAPHICAL OTHER (SPECIFY)		9. VOLUME 4 NUMBER FILE DRAWER(S) MICROFILM(S) COMPUTER TAPE(S) OTHER (SPECIFY)
☐ BOUND BOOK ☐ FLOPPY DISK ☐ AUDIO TAPE ☐ VIDEO TAPE ☐ OTHER (SPECIFY)			10. ANNUAL ACCUMULATION 1/2 FILE DRAWER(S) MICROFILM REEL(S) COMPUTER TAPE(S) OTHER (SPECIFY)
11. FILE IS USED DAILY WEEKLY] MONTHLY	12. FILE BECOMES IN 10 NUMBER	AFTER TERMINATION OF MONTH(S) YEAR(S) EMPLOYMENT
13. CURRENT LOCATION(S) (BUILDING,FLOOR, ROOM) Building 146, First Floor, Room 1211B		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) YES NO VICE PRESIDENT FOR ACADEMIC AFFAIRS	
15. ACCESS RESTRICTIONS* YES NO (IF YES, CITE LAW(S) & REGULATIONS) Please See Statement Below.		16. AUDIT REQUIREMENTS ☐ NONE STATE ☐ FEDERAL ☐ INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES NO		18. RECOMMENDED RETENTION Retain for 10 years after termination of employment, then destroy. Office of Record for APT material is the Office of the Vice President for Academic Affairs.	
19. NAME AND TITLE OF PREPARER Nenita S. Ronquillo Business Manager	20. TELEPHONE NUMBER 301/405-1480		21. DATE August 3, 1998

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY O	F MARYLAND	AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	SE PARK	PAGE 15 OF 15
AGENCY University of Maryland, College Park	2. DIVISION Academic Affairs, Ar	ts & Humanities	UNIT Department of Art History and Archaeology
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE OSES.
RECORD SERIES TITLE Contract and Grant Files			5. EARLIEST YEAR/LATEST YEAR
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.) Records that document contracts and grants received by the Department of Art History and Archaeology from any source, including applications, proposals, agreements, research reports, publicity notices, acknowledgments and transfer of funds records, controlling rules and regulations, copies of periodic reports, correspondence, and memoranda.			
7. RECORD SERIES FORMAT(S) LETTER SIZE	8. RECORD SERIES SEQUENCE ALPHABETICAL NUMERICAL CHRONOLOGICAL GEOGRAPHICAL OTHER (SPECIFY)		9. VOLUME I/2 MICROFILM(S) COMPUTER TAPE(S) OTHER (SPECIFY)
☐ AUDIO TAPE ☐ VIDEO TAPE ☐ OTHER (SPECIFY)			10. ANNUAL ACCUMULATION File drawer(s) 1/5
11. FILE IS USED	MONTHLY	12. FILE BECOMES IN 3 or 6.25 NUMBER	NACTIVE AFTER MONTH(S) YEAR(S)
13. CURRENT LOCATION(S) (BUILDING,FLOOR, ROOM)		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)	
Building 146, First Floor, Room 1211B		YES YOUNG NO	
15. ACCESS RESTRICTIONS* YES NO (IF YES. CITE LAW(S) & REGULATIONS) Please See Statement Below.		16. AUDIT REQUIREMENTS □ NONE STATE FEDERAL □ INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES MO		18. RECOMMENDED RETENTION Retain state contract and grant files for 3 years after the close of the contract, then destroy. For federal contract and grant files, adhere to the retention standards established in OMB Circular No. A-110, Subpart C (attached).	
19. NAME AND TITLE OF PREPARER Nenita S. Ronquillo Business Manager	20. TELEPHONE NUMBER 301/405-1480		21. DATE August 3, 1998

^{*} Access to records is subject to, and may be restricted by, applicable Federal and State laws and regulations. Access to any specific document must be determined by the specific facts of the case analyzed in the context of the applicable laws and regulations.

Please contact the President's Legal Office at (301) 405-4945 with inquiries.